

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: May 25, 2004

PAYROLL LETTER #04-007

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **FORMS STD. 243, DESIGNATION OF PERSON AUTHORIZED TO RECEIVE WARRANTS
AND STD. 457, CSU STUDENT PAYROLL ACTION REQUEST**

This Payroll Letter provides information regarding an additional modification to Forms STD. 243, Designation of Person Authorized to Receive Warrants and STD. 457, CSU Student Payroll Action Request. Payroll Letter #03-028 announced that a designee's social security number and age cannot be collected on these forms. Since then, we have been notified of a situation where there was more than one person with the exact same name as that of the designee identified on the STD. 243. To assist departments/campuses in identifying the proper designee, both Forms STD. 243 and STD. 457 will be revised to include a box for "relationship" of the designee to the employee.

The Department of General Services is now in the process of replenishing the Form STD. 243 stock and the above modification will be included. Departments/campuses may still use their current supply. However, please have the employee indicate the relationship of the designee before accepting the form.

Revision to the Form STD. 457 per Payroll Letter #03-028 is still outstanding. Once the current stock is depleted, all changes to the form will be made. Until then, campuses must continue to line or cross out the form's social security number and age boxes plus add the designee's relationship to one of the boxes before providing the form to the employee for completion.

Questions regarding the above changes can be directed to Lisa Losh at (916) 324-5879 or by email at llosh@sco.ca.gov.

JRH:LL:PMAB